

Meet Your Mac

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Objectives:

We have been empowered with a wonderful piece of technology, the MacBook, which allows us to choose the platform of our choice. By having this choice, you the teacher are able to select the platform or software that best suits the needs of delivering the lesson to your students.

Many of us have only used one side of the computer, the PC. During the next two hours I will attempt to give you enough base knowledge of the Mac side of your computer with the hope that you will feel comfortable enough to start using the Mac side when your lessons might be better delivered through a Mac platform.

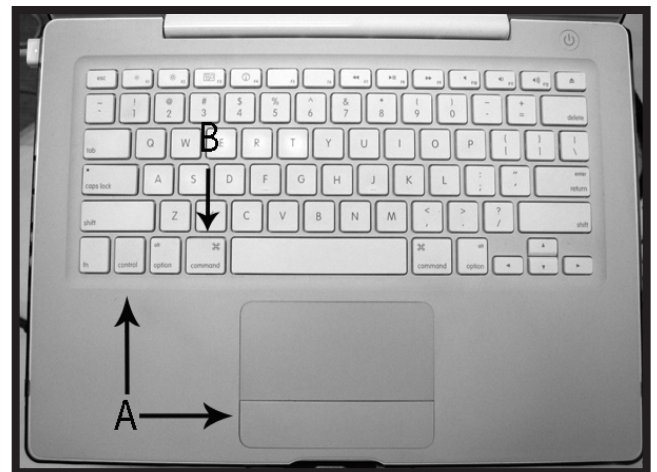
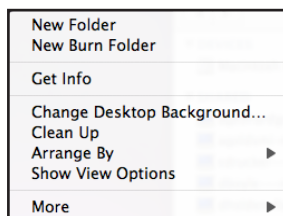
NOTE: Many of the features that we will discuss are only accessible if you are a Power User. Additionally, some of the changes that you can make without being a Power User will reset after you power down.

Getting Started:

The Keyboard

Below is a diagram of the Mac keyboard. In many ways the Mac keyboard is almost identical to the PC keyboard and will function in a similar manner. The difference lies in the order of keyboard commands. And **YES** there is a right click on the Mac side.

A- To right click on the Mac side, simply hold down the **Control** key while clicking the bar below the track pad on the computer. Below is a sample of the window that you would get if you right clicked on the desktop while in the **Finder** mode.

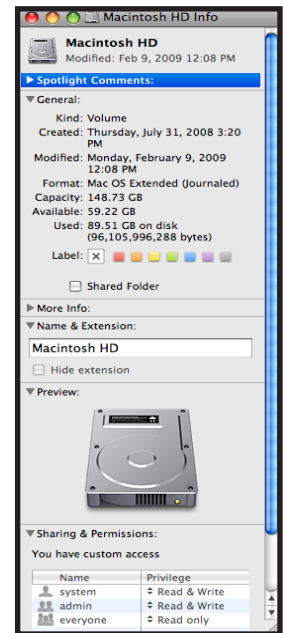


B- The **Command** key on the Mac keyboard works the same as the **Command** key on a PC keyboard. The **Command** key was formerly known as the **Apple Key**. There are several combinations of the **Command** key and the letter keys that will pull up different information for you. Examples of this would be **Command P** is print. **Command C** is copy, **Command V** is paste, etc.

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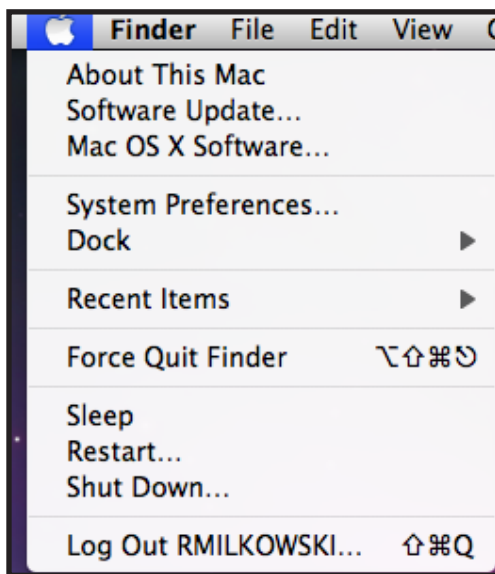
Keyboard Options (Cont)

To pull up information on any file or drive, click the drive or folder on the **Desktop**, hold down the **Command** key and press the **I** key on the keyboard. This is an example of using the **Command I** option to check the information on your hard drive (also known as Macintosh HD). Information that can be found by using this option include: the amount of space on your Hard Drive, the amount of space left on your Hard Drive, as well as the last time you made a modification to that drive (when you last saved something to it).



The Tool Bar and Dock

The Tool Bar or Menu Bar that runs across the top of the desktop allows you to control many different settings on the Mac. First, if you click anywhere on the desktop (not on a file or an icon) you are in the **Finder** mode. **Finder** mode is the equivalent to the desktop. Once you are in the **Finder**, click the **Apple** in the upper left.



Under the **Apple** there are several places to find information about your Mac:

About This Mac- Lists you Mac's profile; what version on the operating system you are running, its' memory capacity, and the processor that is in the computer.

Software Update- Is an automated program that will check for software updates.

Mac OS X Software- Will take you to the Apple web site to purchase software for your Mac.

System Preferences- Is the equivalent to Control Panel on the PC. You can change your desktop, adjust the display, choose a printer, etc. See System Preferences for in depth details later in this hand-out.

Dock- (The icon bar located along the bottom of your computer screen) Allows you to move the dock, adjust the size and magnification of the dock.

Recent Items- Shows which programs and files you have recently worked with.

Force Quit- Force quit is the same as Control-Alt-Delete on the PC. You can force quit a program.

Sleep, Restart, Shut Down and Log Out- Are all self-explanatory.

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Finder

There are a few things to know about the **Finder** pull down menu.

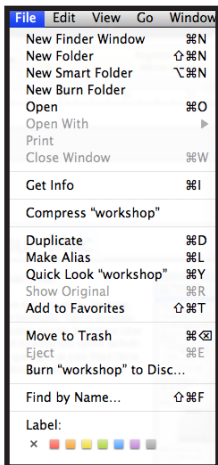
Preferences- Under Preferences you will be able to set different settings on the Finder such as the color of your folders, to which items are displayed on the desktop.

Empty Trash- This is self explanatory.

Services- This is where you will find a few unique features on your Mac, such as speech recognition, your font book, and the dictionary.



File



The **File** pull down menu is the equivalent to the PC's right click.

New Folder- This is where you will create a new folder that will appear on the desktop.

Duplicate- Will allow you to duplicate a file.

Eject- Removing a plug-in is a little different on a Mac than on a PC. There are several ways you may Eject a plug-in on the Mac. After selecting a plug-in on the desktop, you may go to the **File** menu and select **Eject**. This will allow you to remove the plug in safely. You may also simply select that item on the desktop and drag it to the **Trash**. Your **Trash** icon will turn into an **Eject** symbol and will eject that plug-in.

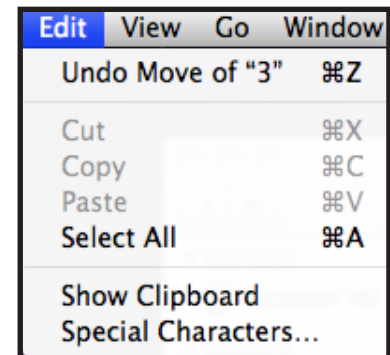
Edit

Under the **Edit** pull down you will find the following controls:

Undo- Will allow you to Undo any changes you have made.

Cut, Copy, and Paste- Are self explanatory.

Select All- Will allow you to select all the items in a folder.



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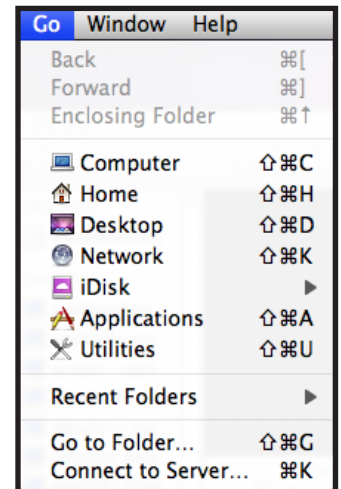
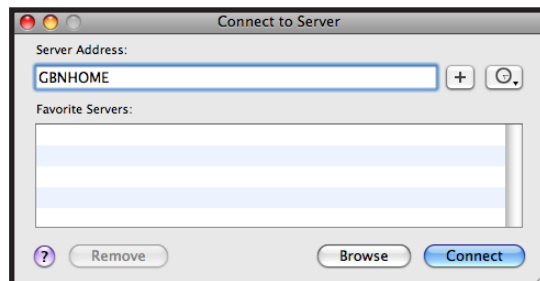
View

Under the **View** pull down menu you will find desktop organizational tools such as, how and where to display the icons, icon size, and text size.

Go

Under the **Go** pull down menu, you will be able to go directly to a selected drive, folder, or application folder. Most importantly, you will be able to Go directly to the Network drives.

To Connect to a Network Drive select Connect to Server from the **Go** pull down menu. The window below will appear. Type in the drive you would like to connect to. I.E. GBNCS2, GBNCS3, and GBNHOME. Once you click connect, you will need to fill in your Novel ID and password.



Another way to connect with the school Network drives would be to use the springs located in the Dock at the bottom of the computer screen. Simply click the Network drive spring you wish to connect with and fill in your Novel log in.

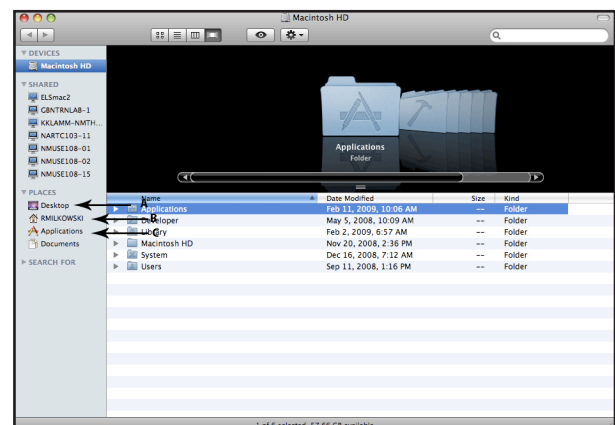
File Location

Where are my files? You can locate your file by clicking on the **Macintosh HD** icon that is located on the desktop. Under that icon you will find several options which include not only your files but also the **Applications** on the computer.

A- Clicking the **Desktop** icon will allow you to view the items on your Desktop. This is helpful if you have an item on the Desktop that you need to attach to a document.

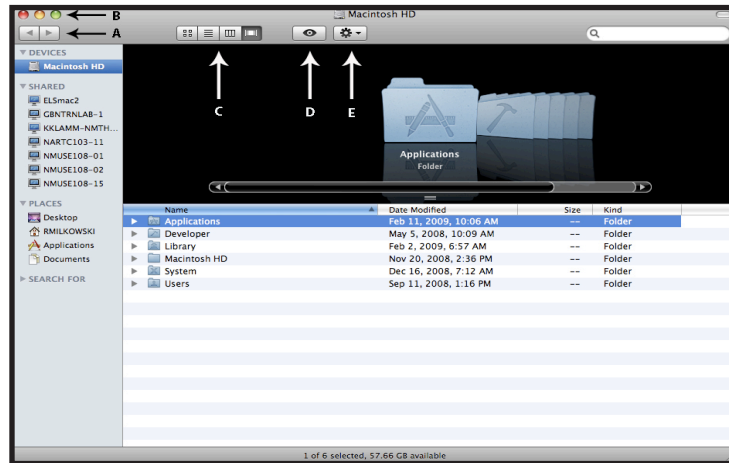
B- Your **Home** folder is where you can save all of your documents.

C- Applications. This is where you will find all of the programs on your computer.



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Other Features under the Macintosh HD icon

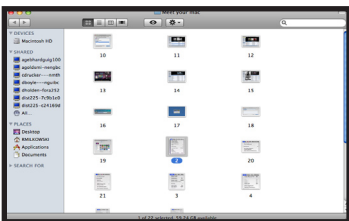


There are many other useful tools located within the Macintosh HD folder, that can help you manage your workflow.

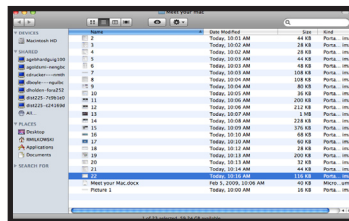
A- The **Forward or Back** arrows allow you to move to or from where you were.

B- **Red, Yellow, and Green** buttons allow you to close a window (**Red button**), hide the window in the dock (**Yellow button**), and re-size the window (**Green button**). This works the same on all Mac windows.

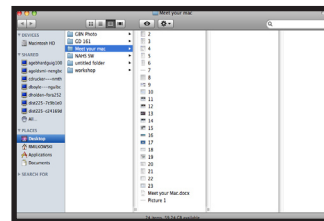
C- These four buttons allow you to customize how you would like to view your windows. From left to right; Icon view, List view, Column view, and Image view.



Icon View



List View



Column View



Image View

D- Clicking the **Eye** icon will enlarge the file that is selected. In the Image view you can also achieve the same result by selecting a file, then pressing the **Spacebar**.

E- By clicking the **Wheel**, it is the equivalent to a right click on a PC. You can create new folders, etc.

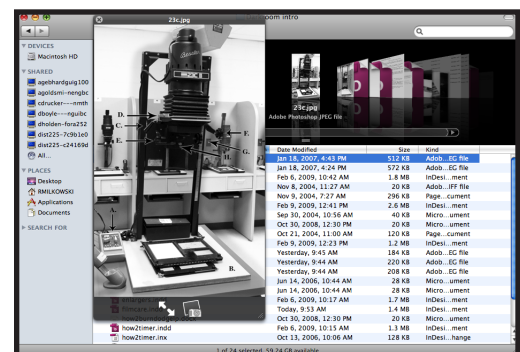
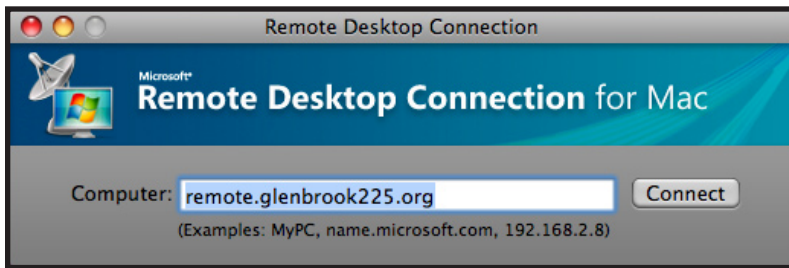


Image View after selecting a file and pressing the Spacebar.

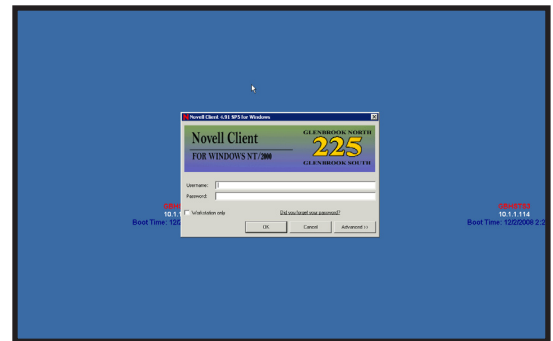
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Remote Desktop Connection



Remote Desktop Connection will allow you to connect with a PC “virtual” desktop to work on a limited amount of PC based programs. This is not to be compared with Parallels. Basically you can work all administrative type features here.

Under **Applications** find the Remote Desktop Connection application and double click-it. You will need to fill in the computer you would like to connect to. Here you will fill in the following: **remote.glenbrook225.org** then click connect. In the next screen you will fill in your Novell user name and password and click connect. (Note: you will only need to do this the first time you enter. It will save your settings after the first time.) The next screen that will appear is a computer verification screen. You will be told that the computer cannot verify the identity of the computer you wish to connect to. This is OK, simply click connect. From there you will see a PC computer screen with the Novel log in. Simply enter your Novell log in and click connect, and you will be connected remotely. Once again, your settings should be saved after you exit Remote Desktop.



System Preferences

In the **System Preferences** menu is where you can personalize your Mac to your own settings and tastes. I will highlight the major features that you may choose to use on a daily basis.



Personal Preferences

Appearances- Will allow you to change folder colors, highlighted items, etc.

Desktop/Screen Saver- Is where you can change the picture on your desktop and set the screen saver. **NOTE: You will only be able to make changes if you are a Power User.**

Dock- This is were you can make changes to the Dock that resides on the bottom of your computer screen.

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System Preferences (cont)



Hardware

Bluetooth- If you have Bluetooth hardware such as a keyboard, mouse, or even a phone you can control and transfer data to your computer. This is where you would find the controls to do that.

Displays- This is where you may change the resolution settings of your monitor.

Keyboard/Mouse- Here you are able to make changes to the speed and shortcuts on your keyboard. Additionally if you are using a Bluetooth mouse or keyboard you can change some of the preferences to those items here.

Printer/Fax- You can add a printer and make changes to your printers under this menu.

Sound- Here is where you may change the sounds that your computer makes when you, I mean the computer, makes a mistake. (Warning chimes) Additionally, if you are using remote microphones or other line in software you can make changes here.

Many of the other features listed under the System Preferences menu are items that you really do not want or need, to make custom changes to.

Dashboard

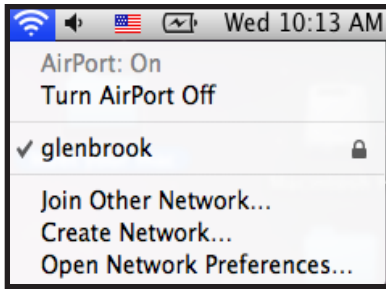
Dashboard is a fun application that you can personalize to fit your needs. There are several smaller applications within **Dashboard**, **Widgets** if you will. You can download many different types of **Widgets** to customize your **Dashboard**.



The **Dashboard** icon is the third icon from the left in the bottom dock. I have the following **Widgets** in my **Dashboard**: National Radar, ESPN news, American League Central standings, and the standard clock, calendar, and weather.

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Wireless Access “AirPort”



The icon in the top tool that resembles an airwave is the **AirPort** or wireless control menu on a Mac. This is where you would look to select your network at home or Starbucks if you wish to work wireless outside of school. Most often the **AirPort** feature on the Mac side will automatically prompt you to select a network once it finds an available network. Once you have connected to the desired wireless network **AirPort** will remember the network and you should not be prompted again.

Bluetooth

You can also access the **Bluetooth** controls of your Mac via the icon in the top tool bar. Under this menu you can transfer files as well as make your computer discoverable to the items you wish to connect with.

